



REQUEST FOR PROPOSAL

PROJECT 200-05-13

DEPARTMENT OF SOCIAL AND HEALTH SERVICES

SEATTLE

Distribution Date: July 26, 2013

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PART A INFORMATION AND INSTRUCTIONS FOR PROPOSERS

SECTION 1 GENERAL INFORMATION

1.1 Project Information

The State of Washington (State), acting through the Department of Enterprise Services (DES), and on behalf of the Department of Social and Health Services (DSHS) is requesting proposals to lease existing space, space under construction or planned space.

1.1.1 Definitions:

- “SPACE REQUIREMENTS” means the DES Leased Space Requirements 2005 edition, the RES Accessibility Addendum (June 2007) and the DSHS Addendum, July 3, 2013 edition attached as Appendix A.
- “SPACE PLANNING DATA” means the AGENCY developed Space Planning Data worksheet attached as Appendix B.
- “STANDARD LEASE” means the DES Standard Lease template attached as Appendix C.
- “DES” means the Washington State Department of Enterprise Services
- “RES” means the Real Estate Services Office within the Washington State Department of Enterprise Services,
- “AGENCY” means the Washington State Department of Social and Health Services.

1.2 Amount and Type of Space and Lease Term

City	Seattle
Preferred Area	North Seattle, See detail
Space Type	Office
Amount of Square feet	17,219 BOMA Rentable Square Feet
Parking Spaces (Total)	71
Initial Full Term	5 Years

1.3 Submission of Proposals

Interested parties should submit a Proposal using the Lease Proposal Form with all the required supporting documentation described herein no later than 3:00 p.m., Sep 13, 2013 (Pacific Time) at the address indicated below.

Physical Address:	Department of Enterprise Services Real Estate Services Attn: Seth Wallace, Project #: 200-05-13 1500 Jefferson Street SE Olympia, WA 98504
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Mailing Address:	Department of Enterprise Services Real Estate Services Attn: Seth Wallace, Project #: 200-05-13 PO Box 41468 Olympia, WA 98504-1468
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The point of contact for this project is:

Seth Wallace, Properties and Acquisition Specialist	1500 Jefferson Street SE P.O. Box 41015 Olympia, WA 98504-1015	(360) 407-9291 seth.wallace@des.wa.gov
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1.4 Pre-Proposal Meeting

Interested parties planning to respond to this RFP are encouraged but not required to attend a Pre-Proposal Meeting scheduled for Aug 8, 2013, 10:30 a.m. in Conference Room 2320, 1500 Jefferson Street SE, Olympia to discuss the project scope, schedule, selection process and selection criteria and to ask questions.

1.5 Estimated Schedule of Activities

Below is a listing of significant dates. DES, at its sole discretion, may change these dates. Notification of schedule changes will be posted to project information on the following webpage: <http://www.des.wa.gov/services/facilities/RealEstate/Pages/RESLeaseSpace.aspx>

Activity	Date
Issue Request for Proposals	Jul 26, 2013
Presubmission Conference	Aug 8, 2013
Question and Answer Period	Aug 8 – Sep 11, 2013
Issue amendments/addendums to RFP (if necessary)	Sep 11, 2013
Proposals due	Sep 13, 2013
Proposals opened and reviewed for responsiveness	Sep 16 - 25, 2013
Conduct site visits and presentations	Oct 1 – 3, 2013
Evaluate proposals, invitation to negotiate	Oct 7 – 18, 2013
Announce Apparent Successful Proposer/ Notify Unsuccessful Proposers	Oct 25, 2013

SECTION 2 REQUIREMENTS

2.1 Purpose

This RFP is for the sole purpose of requesting proposals. It is not an offer to contract in any way and should not be construed to create any legally binding obligations on either the State or any proposer of any kind. The RFP is not subject to RCW 39.26, or any competitive process laws or procurements laws, and should not be construed as creating any process rights or requirements of any kind. The only legal obligation that may be expected to arise in connection with the RFP may be a lease negotiated and fully executed between the State and a proposer, should the State determine to enter such negotiations with a proposer.

2.2 Project Information

2.2.1 The State requires approximately 15,653 BOMA usable square feet resulting in approximately **17,219 square feet BOMA rentable office space** along with 71 parking spaces based on city code and Agency requirements and needs (Appendix A - DSHS Addendum). Additional space planning data is described in Appendix B - Space Planning Data. Existing space, space under construction and planned space will be considered for this project (Exhibit 1 - Definitions).

2.2.2 DSHS's Children's Administration needs office space in North Seattle area in order to meet the statutory requirements to provide public child welfare services to this community. The new space is intended to provide: safe and confidential area for interviewing children, parents and caretakers; adequate meeting space for family and community meetings; adequate and appropriate space for parent and child visitation; and workspace for social workers and other staff to complete paperwork.

2.2.3 Properties submitted for consideration should be located within the Seattle area. Within that general area, the AGENCY has identified the following location characteristics as important to the delivery of service by this field office:

- Proposed facilities should not be within 500 feet of a Department of Corrections Field Office or similar facility.
- Proposed facilities should not be located in an area that is of an industrial or residential character.
- Proposed facilities located in Northgate, Greenwood or Green Lake neighborhoods would be advantageous.
- Proposed facilities that are in close proximity to an existing public transportation route or routes would be advantageous.
- Proposed facilities that provide ready access to I-5 and other major arterial roads would be advantageous.

2.2.4 The State and the AGENCY have identified some unique building characteristics as being advantageous to the Agency's functions, including the delivery of services to its clients. These characteristics include, but are not limited to the following:

- Contiguous office space and highly efficient load factor.
- A clear and identifiable public entrance.
- An effective, efficient and welcoming client lobby or reception area that also enhances security for clients and DSHS staff.

- Safe and confidential interview spaces and conference rooms that provide security for staff and clients.
- Adequate meeting spaces for both clients and staff
- Clear delineation between client and staff areas and entrances.

Further details on the AGENCY's unique requirements and desired characteristics are found in Appendix A SPACE REQUIREMENTS.

2.2.5 The Lease term resulting from this RFP will be for five (5) years. Proposers, at their discretion, may include a ten year term as an option.

2.2.6 The space should be available for beneficial occupancy on or before August 16, 2014, with substantial completion of all tenant improvements on or before August 30, 2014. Beneficial occupancy is defined as the date that the Agency may begin moving furniture and equipment into the premises and installing low voltage wiring and making any necessary electrical connections. The Lease Commencement Date shall be September 1, 2014 and is defined as a specified date on or after which the proposed facility should be fully operational as evidenced by issuance of a Determination of Substantial Completion by the Real Estate Services (RES) Architect of Record. Proposers should submit a **project schedule** that indicates the project milestones and their estimated dates identified above for their project.

2.3 Constraints

2.3.1 The Constitution of the State of Washington prohibits payments in advance or in anticipation of receipt of goods and services. The successful Proposer who enters a lease with the State shall be paid only as provided in the lease after goods and services are delivered and accepted and/or services are rendered.

2.3.2 The State will not reimburse any submitter's costs associated with preparing or presenting any proposal in response to this solicitation (RFP).

2.3.3 All properties should have all standard utilities available to the site and building including, but not limited to, water, power, sanitary sewage disposal, electricity, and telephone/cable services.

2.3.4 Properties should be free of any and all hazardous/toxic substances, including without limitation, asbestos, polychlorinated biphenyls, petroleum leakage or agricultural chemicals.

2.3.5 The proposed site should also be free from liens, easements, and any other encumbrances except as enumerated in the proposal and determined to be acceptable to the State.

2.3.6 Subject to the provisions of Subsection 2.4, where conflict occurs between the RFP and an applicable code or standard, the code or standard should prevail unless the requirements specified in the RFP are more stringent.

2.3.7 Subject to the provisions of Subsection 2.4, if a conflict exists between amendments, or between an amendment and the RFP, the document issued last shall take precedence. DES's official answers to submitter's questions will be considered an amendment to this RFP.

2.3.8 The State has established certain mandatory requirements which must be included as part of any RFP. The use of the terms “shall”, “must”, or “will” (except to indicate simple futurity) in this RFP indicate a mandatory requirement or condition. Failure to comply with a mandatory requirement is grounds for rejection, but DES reserves that right to waive such a requirement as it deems appropriate.

The words “should” or “may” in this RFP indicate desirable attributes or conditions, but are permissive in nature. Deviation from, or omission of, such a desirable feature will not by itself cause rejection of a proposal.

2.4 No Contract or Binding Commitments by the State

2.4.1 Subject to limitations of law, including but not limited to anti-discrimination laws, the State retains complete discretion to:

- (1) To evaluate any proposal on such grounds as it determines are appropriate to meeting the AGENCY needs and providing value to the State,
- (2) To decide whether a proposal or the qualifications of a proposer are acceptable and to revise any such decision as it deems warranted,
- (3) To decide whether a proposal or proposer is rejected, moves on to additional review, or is selected for a status, such as apparent successful proposer/proposal, and to revise any such decision as it deems warranted,
- (4) With or without notice, to modify, delete or supplement any criteria for evaluation or acceptability of a proposal or proposer,
- (5) To modify or cancel this RFP or the entire project as it determines appropriate in the interests of the State, and
- (6) In the event of cancellation, to proceed in the manner as the State deems appropriate.

2.4.2 The State may amend this RFP and extend the deadline for any submission as it deems appropriate.

2.4.3 The State intends, solely as a service to proposers, but does not legally commit, to notify proposers if the RFP has been cancelled or amended, an additional stage in the review process has been included, and if a proposal/proposer has been rejected, or selected in a status, such as apparent successful proposer/proposal.

2.4.4 All proposals will be reviewed to determine whether they are compliant with the requirements, specifications and instructions as specified in this RFP. Failure to comply with any requirement, specification or instruction may result in the rejection of the Proposal as non-responsive, but the DES retains discretion to waive non-compliance as it deems appropriate.

2.4.5 This RFP does not obligate the State of Washington, DES or the AGENCY to lease space as specified in this RFP. The State may, at any time and at its sole discretion cancel or modify the RFP or project, reject all proposals, reissue the RFP, issue a new RFP and/or not execute a Lease as a result of this RFP or subsequent negotiations. Should the State cancel the RFP, the State may re-advertise, perform a market search, negotiate with or enter a lease with any person for any space of its choice, cancel the project, or otherwise proceed as it deems appropriate.

2.4.6 The provisions of section 2.4 shall prevail over any other inconsistent provision including but not limited to: (1) a statement of the project’s staff or any other State representative, (2) any

amendment (including any official Q & A) that does not make an explicit exception to the applicable provision of section 2.4; (3) a provision of this RFP that is not in section 2.4.

2.5 Sole Point of Contact

2.5.1 Unless otherwise provided in the RFP or an amendment, the Project Lead is Project Property and Acquisition Specialist, Seth Wallace and is the only person authorized to provide information relative to this RFP; representations from others should be confirmed with the Project Lead. All communication between DES, the AGENCY and proposers upon the release of this RFP should be with the Project Property and Acquisition Specialist. Communication regarding this RFP directed to parties other than the Project Property and Acquisition Specialist may result in disqualification of the Proposer(s) involved.

2.5.2 All detailed and technical questions related to this RFP should be directed to the Project Property and Acquisition Specialist. Responses to such questions may be made available as appropriate to all the proposers at [RES Request to Lease Space](#) webpage. Proposers should check for written statements issued by the Project Property and Acquisition Specialist and posted at [RES Request to Lease Space](#) webpage. It is the responsibility of the Proposer to check the official designated website for any information, modification or amendment to this RFP.

2.6 Standard Lease Document

The State's STANDARD LEASE (Appendix C – Standard Lease) contains the terms and conditions under which the State leases space. It is expected that all proposers agree to sign a lease substantially in the [State's STANDARD LEASE](#) form without material modification. Any requested exceptions or alterations to the STANDARD LEASE must accompany the Proposal. However, the Office of the Washington State Attorney General must approve as to legal form any proposed revisions. The State will determine, at its sole discretion, whether to consider any request for modification to the Standard Lease.

2.7 Leased Space Requirements

All proposals submitted in response to this advertisement should identify whether the proposed space/building will meet or exceed the State's SPACE REQUIREMENTS (*See Appendix A, RES Leased Space Requirements*, July 2005 edition, DES Leased Space Requirements 2005 edition, the RES Accessibility Addendum (June 2007) and the DSHS Addendum, July 3, 2013 edition), if applicable, by the date specified for Beneficial Occupancy. Typically, the State expects that all proposals will meet these requirements, but exceptions may be recognized. Proposers may identify alternatives to elements in the *Leased Space Requirements*, July 2005 edition and describe how such alternatives could be beneficial to the State using [Exhibit 2](#).

2.8 Proof of Control of Property

For the required term of the lease, Proposers should provide written and verifiable documentation of the ability to control the property through option to lease, first right of refusal, fee ownership, long-term lease, valid purchase contract or option to purchase contract. To demonstrate fee ownership, Proposers should include a copy of the title deed. In the event that the Proposer is proposing a property controlled through a lease agreement, Proposers should include a copy of the lease, with all exhibits, attachments and amendments, and a signed,

written consent from the Legal Owner agreeing to occupancy and non-disturbance of the State in conformance with all aspects of this solicitation.

2.9 Owner's Representation

Although the State encourages brokers to submit proposals, the State does not retain real estate brokers or pay commissions. Brokers or agents **should** include documentation from the **Legal Owner(s)** of the property authorizing the broker's or agent's submittal with each proposal. This documentation should clearly state the name of the legal owner, the name of the authorized broker or agent, the location of the building, and be signed and dated by the legal owner, as well as including a copy of the title deed identifying the legal owner.

2.10 Conflict of Interest

Proposers need to be aware of any potential conflict of interest as defined in RCW 42.52.080 - Employment after public service - as described in part below:

- (1) *No former state officer or state employee may, within a period of one year from the date of termination of state employment, accept employment or receive compensation from an employer if:*
 - (a) *The officer or employee, during the two years immediately preceding termination of state employment, was engaged in the negotiation or administration on behalf of the state or agency of one or more contracts with that employer and was in a position to make discretionary decisions affecting the outcome of such negotiation or the nature of such administration;*
 - (b) *Such a contract or contracts have a total value of more than ten thousand dollars; and*
 - (c) *The duties of the employment with the employer or the activities for which the compensation would be received include fulfilling or implementing, in whole or in part, the provisions of such a contract or contracts or include the supervision or control of actions taken to fulfill or implement, in whole or in part, the provisions of such a contract or contracts. This subsection shall not be construed to prohibit a state officer or state employee from accepting employment with a state employee organization.*
- (2) *No person who has served as a state officer or state employee may, within a period of two years following the termination of state employment, have a direct or indirect beneficial interest in a contract or grant that was expressly authorized or funded by specific legislative or executive action in which the former state officer or state employee participated.*

2.11 Preparation and Submission of Proposals

2.11.1 Proposals must be submitted on the Lease Proposal Form. Proposal not submitted on the Lease Proposal Form will be rejected as non-responsive.

2.11.2 Proposers shall provide the original and required copies of their proposals no later than the date and time specified in the specified due date.

2.11.3 The Proposal must contain all the required and supporting documents as described in **Exhibit 3** - Proposal Check List.

2.11.4 Each proposer must complete and sign the Acknowledgements and Certifications section of the Lease proposal Form. Such signature(s) shall be of the owner(s), corporate officials, or legal representatives of the Proposer.

SECTION 3 EVALUATION CONSIDERATIONS

This RFP recognizes that real estate is inherently unique and reflects the State's role in promoting responsible stewardship of limited State financial resources, and the importance of meeting the AGENCY's needs and feasible timelines.

The evaluation of proposals is done through a qualitative review. To the extent that the evaluation involves a quantification of various criteria, such quantification is considered as only one potential indicator of quality and value that is considered in the overall qualitative review. The following provides an overview of the evaluation considerations. These are based on State Law, or State Policy or the AGENCY's requirements.

3.1 Suitability for Program Operations

3.1.1 Service Area

A good location can improve access, but a poor location can hinder the State's objectives to provide convenient and efficient services. The location should be compatible with the AGENCY's business operations, provide effective administrative support for the AGENCY's field offices in the region. And facilitate the delivery of services to the AGENCY's clients. The AGENCY's service area should be clearly defined

Consideration will be given to how the location facilitates the performance of administrative functions and delivery of services.

3.1.2 Proximity/Adjacency

Proximity to the AGENCY's "partners" and other service delivery organizations is advantageous. The State encourages the consolidation or co-location of state agencies when appropriate to improve service delivery, minimize the duplication of services, and increase efficiency of operations. In addition, proximity to basic services and amenities such as retail and food outlets within walking distance could reduce midday traffic and enhance public and employee experiences. The surrounding area/neighborhood should be compatible with the AGENCY's operations.

Consideration will be given to the site's proximity to other similar or supporting providers and/or the potential for co-location with other state agencies and a variety of amenities.

3.1.3 Building Suitability for Program

When the design and use of a facility serves the people who use them and the programs it houses, the project is functionally successful. Program and functionality are also characterized by building type. The proposal should demonstrate a clear understanding of the functional and physical requirements of the project, including the unique programmatic requirements of the AGENCY.

Consideration will be given to how well the building meets the AGENCY mission/goals and objectives and programmatic and operational needs.

3.1.4 Location and Site Layout

A good site layout can be critical, not just for access, but for supporting different travel uses. Transit-oriented and pedestrian friendly design, with design considerations specifically geared toward encouraging walking and transit use, can effectively foster alternative mode choices. When appropriate, the primary public entrance to the building(s) should face the street when

possible, and the primary public entrance(s) should be clearly visible and identifiable from the street and public sidewalk. A final site layout must allow and utilize input from DES and the Agency so as to best accommodate the needs of the State and the Agency.

Consideration will be given to how well the location and layout support the AGENCY's objectives.

3.1.4 Parking

The State's policy is to promote more effective and efficient utilization of available parking spaces through a parking management system termed "zone parking". Therefore, the site should facilitate effective parking management in addition to meeting the parking needs indicated in the RFP.

Consideration will be given to how the site facilitates the State's parking management goals as well as meets the AGENCY's needs.

3.1.5 Transportation

When siting State facilities, the availability and capacity of public transportation to serve these State facilities merits special attention. Public transportation is an important link in the ability of the State to perform this mission. The State's policy is to locate, develop and manage its owned and leased properties to achieve local and State transportation demand management (TDM) and commute trip reduction (CTR) objectives, as defined in the Commute Trip Reduction (CTR) Law (RCW 70.94.521-551) while meeting the business needs of State agencies.

Consideration will be given to how the site supports the Agency's transportation needs as well as TDM and CTR.

3.1.6 Site Access

Access to State facilities is a critical function for State government. Equal access helps ensure that the citizens can use State services. Equal access means that everybody has the opportunity to access a State facility by a broad range of transportation options, not just by automobiles. This element includes vehicle access and pedestrian access-ingress and egress. Facilities should be sited as close to an accessible bus route as possible. The site should be located near major routes of travel, such as major arterials and freeways. Buildings on the same campus should be connected via an accessible route.

The physical access to the site and the building should be clearly apparent to the most casual visitor and readily accessible to all visitors, including people with disabilities. Ensuring access to places of public accommodation is mandated by Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990.

Access evaluation should consider various perspectives, including different people, groups, modes, locations and activities. Access evaluation often requires separate analysis for specific perspectives, and accessibility improvements may be targeted at specific groups, modes, locations or activities. For example, it is often appropriate to analyze the quality of accessibility to a particular destination or activity by various groups including motorists, non-drivers, people with disabilities and delivery vehicles.

Consideration will be given to how accessible the proposed site is in relation to how it can be accessed from different parts of the area as well as how access on the site itself functions.

3.2 Building Performance

3.2.1 High Performance Building

It is the State's policy to apply "high performance standards" for both State and privately owned buildings larger than 50,000 gross square feet and that the State intends to occupy for ten years or more. This approach emphasizes a holistic and integrated facility and site, that embodies energy efficiency and water conservation, maintains consistent performance, minimizes maintenance costs over the life of the building, provides flexibility of space and uses and contributes to the health and productivity of the occupants. (Refer to the Appendix 1, LSR, Part A, for further information.)

Consideration will be given to how well the building overall reflects the attributes of a high performance building based on the threshold criterion.

3.2.2 Building Systems

This element includes major building systems, such as HVAC, electrical, plumbing, lighting, security system and elevators, including their capacity to meet the State's needs in a reliable and efficient manner throughout the lease term. The indoor and outdoor environments are related and the health of the building occupants very much depends on indoor air quality. High performance HVAC can provide increased user thermal comfort, and contribute to improved indoor environmental quality (IEQ). The quality, condition and functional efficiency of the proposed building, together with proposed improvements, will be considered.

Consideration will be given to the demonstrated quality of the performance of the proposed building systems.

3.2.3 Energy Efficiency

Designing and constructing buildings for low and efficient energy use throughout the life of a building is a very high priority since energy use is probably the single greatest environmental impact of a building. Reduced heating and cooling loads may also reduce the initial cost of HVAC equipment. The State supports leasing in facilities with a national energy performance rating score of 75 or greater in the Energy Star Portfolio Manager database maintained by the U.S. Environmental Protection Agency (EPA) as defined in RCW [19.27a](#).

Consideration will be given to the demonstrated efficiency of proposed energy systems.

3.2.4 Lighting and Day-lighting

Lighting is a large energy user and should be an area of design attention for a high performance building. Savings of over 50% are possible by designing and implementing an integrated approach to lighting that includes day lighting, task lighting, and well-designed controls. The building should demonstrate a clear understanding of the importance of day lighting by using a significant number of design strategies that emphasize day lighting, such as solar orientation.

Consideration will be given to how well a proposal demonstrates an integrated approach to lighting.

3.3 Building Envelope

3.3.1 This element includes the building exterior, roof, windows and glazing and doors. This includes specific consideration of the existing and proposed condition of the roof, foundation,

walls, exterior windows and doors, including their capacity to meet the State's needs in a reliable and efficient manner throughout the lease term.

Consideration will be given to the quality, condition and functional efficiency of the proposed building envelope, together with proposed improvements to these elements.

3.3.2 Exterior design

The State's policy is that State buildings should be efficient and economical as well as provide visual testimony to the dignity, enterprise, vigor, and stability of State government.

It is essential to consider aesthetics not just as it applies to the building façade, but also to interiors and the surrounding context, including the landscape, other buildings, and the larger community. A good design will be accountable to the users' needs, the client's budget, and public judgment in its many forms.

Consideration will be given to the proposal's embodiment of good design as described above.

3.4 Building Efficiency

3.4.1 Efficiency of Space

This element includes floor loading capacity; columns and shear wall spacing; floor plate size; building core efficiency, integrity and location; and the load factor. Consideration will be given to the degree to which the configuration of the proposed space meets the Agency's programmatic needs, taking into account the size and shape of the space and any internal barriers to efficient design and accessibility. A regular, consistent building module that allows for a regular consistent office and workspace layout and the efficient utilization of space is important. Contiguous space is preferred.

The State generally desires a regular, consistent building module that allows for an efficient layout of offices and workstations and optimal overall utilization of space. For a small office, the State prefers contiguous space on one floor. For a large office, the State prefers contiguous space with a large floor plate that minimizes the number of floors.

Consideration will be given to how well the configuration of the proposed space efficiently meets the Agency's programmatic needs.

3.4.2 Flexibility of Space

Flexibility for use of space within a facility is a key design parameter. The proposed space should demonstrate flexibility through column spacing, interior shell and core wall locations, horizontal and vertical pathways, etc. For example, long, clear spans maximize flexibility of a program layout.

Space designed as open office may become enclosed private offices or conference rooms within a few years, and vice versa. Therefore, specific interior building subsystems should be flexible, designed to interface with each other and be able to accommodate various space arrangements without major modification. For example, ceilings and ceiling grids should accommodate partition changes without requiring changes in lighting or HVAC systems, acoustic provisions, or modifications to any adjacent one-hour fire rated assemblies.

Consideration will be given to the how well a building demonstrates greater flexibility.

3.5 Other Considerations

3.5.1 Accessibility

Accessibility and Universal Design (building features that can be used by everyone) is critical for State Government. The State is committed to assuring that State facilities are fully accessible, with integrated access, without the use of special facilities for the disabled. Visitors and employees with disabilities and those temporarily disabled should easily identify the entrance and should use the same paths and enter through the same door as those who are not disabled. If all entrances are not accessible, signage should be provided directing people to the accessible entrance(s). Elevators should be conveniently located for use and operable by individuals with disabilities. Large size elevators that can accommodate stretchers are preferred in buildings with four (4) floors or more. The design of public buildings should meet accessibility standards and practices outlined in the Architectural Barriers Act, ADA/ABA Guidelines, along with IBC, ANSI117.1 and WAC 51.50.

Consideration will be given to how well the proposal meets the accessibility criteria.

3.5.2 Sustainability

The State's policy is to encourage the use of sustainable and energy efficient materials in the construction and operation of its leased and owned facilities as embodied in the *Leadership in Energy and Environmental Design* (LEED™) elements and certification process. The State is committed to sustainable practices and the stewardship of resources and to incorporating principles of sustainable design and energy efficiency into its projects.

The main objectives of sustainable design are to avoid resource depletion of energy, water, and raw materials; prevent environmental degradation caused by facilities and infrastructure throughout their life cycle; and create built environments that are livable, comfortable, safe, and productive

To this end, DES is encouraging proposers to include such LEED™ elements in their proposals. Proposers should use the LEED™ Scorecard for identifying which elements they intend to provide. For the website that lists the LEED™ Scorecard, click on: [LEED Scorecard](#). If available, provide a copy of the completed LEED™ Scorecard with the proposal.

The LEED™ system will be used as a grading protocol for proposals. Consideration will be given in the following order (with (1) being highest): (1) Gold; (2) Silver; (3) Standard; (4) Energy Star®; and (5) significant sustainability emphasis.

3.5.2 Energy Audits

The State is moving toward the use of energy audits in relation to leasing space over 10,000 square feet. The provision of summary information or energy audits related to energy consumption conducted in the last two years for the proposed space, or the Energy Star® rating for the space, will provide the State with important information related to operating costs and efficiencies. Therefore, the State encourages proposers to input actual utility bill data into the Energy Star Portfolio Manager to determine an Energy Star rating and/or to conduct an energy audit. The results of either should be provided with the Lease Proposal submission.

Consideration will be given to proposals that include information on energy utilization and its costs.

3.5.3 Historic Preservation

In seeking space to lease, the State attempts to balance the values of preserving historic properties with the needs of the present and future. Public agencies provide leadership in historic preservation by assuring that historic properties are given consideration when seeking additional space to purchase, rent or lease. Projects that use historic sites and buildings can serve as examples for successful reclamation and reuse of cultural and historic resources and signal the government's commitment to historic preservation, sustainability, and local communities.

Executive Order 87-04 requires:

(7) In renting, leasing or purchasing space for use by State agencies, the Director of [Enterprise Services] shall consider proposals from the owners of historical properties that are available and could potentially meet the State's requirements.

(8) In evaluating the alternatives for the location of State agencies in the purchase, rent or lease or space, the Director of [Enterprise Services] shall include historical significance as one of the criteria in selecting properties for State use.

Consideration will be given to proposals related to existing designated and registered historic buildings.

3.6 Cost

3.6.1 Lease Cost

All proposals submitted in response to this RFP should provide the lease rate and cost information, as well as any incentives and inducements. Information on estimated initial costs and operating costs should also be included.

Consideration will be given to the overall cost as well as the lease cost rate and what is deemed to be in the best interest of the State.

SECTION 4 EVALUATION

4.1 Process

The State's objective is to acquire the space most advantageous to the State and the AGENCY's needs for the best value.

4.2 Initial Review

4.2.1 The State will make an initial determination of which proposals, based on the information provided or lack thereof, it will reject from further consideration. Any proposals not received by the Proposal Due Date may be rejected and returned to the sender.

4.2.2 Each proposal shall be reviewed for compliance with the criteria of this RFP. Proposals that do not meet one or more of the criteria may be rejected.

4.2.3 Each Proposer will be notified in writing if the proposal has been rejected and the reason for such determination.

4.3 Site Visits and Presentations

DES and the AGENCY will conduct site visits for each proposal being considered to verify the information in the proposal and to facilitate further review of the proposal. Proposers or their authorized representatives should be present at the site visits. Proposers will be asked to make presentations about their proposals at this time, whether on site or at another location arranged ahead of time. Proposers will be contacted to confirm date and time of site visits.

4.4 Evaluation of Proposals

4.4.1 All proposals will be evaluated based on the criteria identified in this RFP as well as how a proposal meets the build out specifications and timelines and unique needs of the AGENCY in general. A cost analysis will be prepared that estimates and compares the costs of occupancy for all proposals evaluated. The conditional selection of an Apparent Successful Proposer will take into account the results of the analysis and evaluation of the proposals.

4.4.2 Evaluation Weighing and Scoring

Proposals will be evaluated based on the following, but not limited to, categories and elements:

- Suitability for Program Operations
 - Location and Layout
 - Adjacency and Proximity
 - Transportation
 - Access to the site
 - Information Technology
- Building Performance
 - Building Systems
 - Building Envelope
 - Building Efficiency
- Other Considerations
- Budget and Cost

4.5 Notification of Proposers

4.5.1 Upon conditional selection of a proposal, other proposers will be notified in writing that an Apparent Successful Proposer has been identified. Such a selection does not represent a lease and does not commit the State to enter into a lease with this Apparent Successful Proposer.

4.5.2 The selection of a proposal is subject to negotiating and executing a lease, and may be also conditioned upon the prospective lessor satisfying specific conditions established by the State. It is assumed that the parties will make a good faith effort to negotiate a lease acceptable to the State, the Agency and the Apparent Successful Proposer.

4.5.3 If agreement is not reached, the State reserves the right to terminate negotiations with the Apparent Successful Proposer, conditionally select another Apparent Successful Proposer, re-advertise, or terminate the RFP without taking any further action.

PART B LEASE PROPOSAL FORM

**This Space Intentionally Blank
(Lease Proposal Form Follows)**

LEASE PROPOSAL FORM

Department Use Only: PROPOSAL NUMBER:		PROPOSER:			
Project Name: DSHS - Seattle		Project No. 200-05-13			
Part I Proposal Summary					
A. Proposer/Lessor Information					
1. Name of Proposer/Company:					
2. Proposer's or Company Owner's Name:					
3. Company Street Address:					
4. Company City:			State:	WA	Zip Code:
5. Company Phone Number:					
6. Company E-mail Address:					
7. Company Unified Business Identifier (UBI):					
8. Contact Name:					
9. Contact Phone:					
10. Contact E-mail:					

B. Site Details (Information will be verified with local jurisdiction)					
1. Exact Street Address:					
2. City:			State:		Zip Code:
3. Assessor's Parcel Number(s):					
4. Proposed BOMA Usable Square Footage:					
5. Proposed BOMA Rentable Square Footage:					
6. Floor number(s) for proposed space:					
7. Occupancy Date Date proposed premises is available for occupancy:					
8. Beneficial Occupancy Date proposed premises is available for beneficial occupancy:					
9. Specific Zoning Description: Describe site's designated zoning as well as permitted uses.					
10. Describe any potential constraints or restrictions in the use of the building.					
11. The proposed space is:		<input type="checkbox"/> Existing Space <input type="checkbox"/> Under Construction <input type="checkbox"/> Planned			

Part II Environmental and Planning	
1a. Is the proposed space within a one hundred-year flood plain and/or special flood hazard area (WAC <u>236-100</u>)	<input type="checkbox"/> Yes <input type="checkbox"/> No
1b. Attach a copy of the FEMA flood map showing the proposal and the surrounding area.	<input type="checkbox"/> Document Attached
2a. Has an Environmental Phase 1 study been completed for this facility.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2b. If yes, provide a summary document of the Environmental Phase I with this proposal.	<input type="checkbox"/> Document Attached <input type="checkbox"/> N/A
2c. Explain a “No” or “N/A” response to the Environmental Phase 1 question	
2d. List all known concerns, actions completed or planned to resolve and / or remediate these concerns:	<input type="checkbox"/> N/A
3a. Are there any anticipated land development or building renovation issues, such as height restrictions, set back requirements etc.?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3b. If “Yes”, describe the potential issues and any proposed solution.	
4a. Has the proposer obtained a building permit connected with proposed renovations or completed steps in the site plan review process, or completed a pre-submission conference for site plan review or site plan review or similar process with the responsible permitting authority?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
4b. If “Yes”, identify the step in the process that has been completed and provide the date and a brief summary of the results.	Step: _____ Date: _____
4c. List the any concerns identified through this phase and their potential impact to the proposed facility. Attach any official comments/response/documents from the permitting authority.	
4d.If “No” or “NA” – explain	

Part III Agency Program and Operational Needs

Suitability for Program Operations

1. Describe how the Proposal will support and enhance the AGENCY'S mission, goals and objectives as defined in the Request for Proposals, Subsection 2.2 and AGENCY Addendum, including, but not limited to how the building will ensure separation as well as interface between employees and clients.
2. Describe how the Proposal will support the hours of operation of the AGENCY. The AGENCY expects its core hours of operation to be 6:30 a.m. to 7:00 p.m. Monday through Friday. Building access and operations are to be available throughout the entire term of the lease, 24 hours per day, 7 days per week.
3. Indicate if there are expansion opportunities and describe how they could be implemented, whether through additional space or more efficient layouts or other initiatives.

Service Area

4. Describe how the Proposal is situated within the identified boundaries and enhances the AGENCY's delivery of services as well as facilitates employee and client access to the site.
5. Describe the aspects of this Proposal that are unique as it relates to how well the site is located within the defined Service Delivery Area.

Adjacency and Proximity

6. Describe any potential constraints or restrictions in the use of the proposed space based on requirements and specifications of this RFP.
- 7a. If there are other tenants in the facility, Identify other tenants by name and function.
- 7b. List any potential issues with existing tenants of the facility or neighborhood that may arise as a result of this AGENCY leasing the proposed space.
8. Identify any existing nearby public agencies and/or potential service partners and the distance of their facilities to the main public entrance of the proposed facility.
9. What type of basic services and amenities are within walking distance (approximately 1200 feet) of this proposed site?
10. Describe the surrounding neighborhood and how it would be compatible to the AGENCY's presence and operations.

Parking				
11. What is the parking required by the local zoning code? What is the difference between that and the parking specified in the RFP and that as provided in proposal?				Code/Specification/Proposal
11a. Number of on-site parking stalls included in the Proposal				#
11b. Number of on-site accessible parking stalls for the disabled included in the Proposal:				
12a. Number of off-site parking stalls included in the Proposal or other parking available for AGENCY employees and clients? (if any):				
12b. Address and parcel # of any proposed off-site parking. Distance of any proposed off-site parking to/from the proposed site.				Address: Parcel#: Distance:
13. If the site is multi-tenanted, how will the AGENCY's parking spaces be identified?				
14. Describe the aspects of this proposal that are unique as it relates to access to nearby parking for the AGENCY employees and clients. (note if the parking is free or paid)				
Public Transportation				
15a. What is /are the public transit routes (#s) and frequency of service in the area of the site, either on the street directly adjacent to the site or close by?				
15b. Type of Transit	At least once every half hour	Hourly	Daily	On-Call
Bus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Train/Light Rail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dial-a-ride	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If other, describe:				
16. What is the distance in feet to the nearest transit stop from the site's main public entrance?				
17. Are the nearest bus stops ADA accessible and is there an ADA accessible route from the bus stop to the building's main entrance? <input type="checkbox"/> Yes <input type="checkbox"/> No				
18. What are the other route numbers of public transit that have stops within ½ mile of the proposed facility?				
19. Describe how this proposal will support the AGENCY employees and clients that either chose to use or are reliant on public transportation to get to the facility.				
20. Describe the aspects of this proposal that <u>are unique</u> as it relates to access to access to public transportation for the AGENCY employees and clients.				

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Alternative Transportation Support

21. Describe the access and storage for alternative transportation modes other than single occupancy vehicles (such as bicycles, designated parking for alternative transportation methods, or plug ins for electric vehicles)
--

22. Will showers be available for this facility? (Required by the <i>Leased Space Requirements</i> , 2005 edition for space over 20,000 SF)	Answer <input type="checkbox"/> Yes, currently available <input type="checkbox"/> Not currently available, will be available if selected <input type="checkbox"/> Will not be provided in this proposal <input type="checkbox"/> Will not be provided in this proposal – under 20,000 SF
--	--

Major Routes of Travel

23. List all nearby arterial roadways and the distance from the facility to the nearest exits or access points on these and major arterials and freeways
--

24. Describe the aspects of this proposal that <u>are unique</u> as it relates to access to Major Routes of Travel
--

Site Access

25. Describe how this proposal will provide employee and public access to the site/facility and services by car, walking bicycling etc.

26. How does the site access and layout minimize difficulties for pedestrians, whether from buses or cars in navigating to the site and then the entrance(s)?

Information Technology

27a. Will the proposal be able to meet the requirements of the AGENCY related to telecommunications distribution and rooms?

<input type="checkbox"/> Yes, currently meets requirements <input type="checkbox"/> No, but will be improved to meet requirements	<input type="checkbox"/> No, will not be improved to meet these requirements
--	--

Program Operations - Unique Program Needs
--

28. How will this proposal meet the Separate Entrance / Exiting Requirements for public and employees

29. How will this proposal meet the Shared Facility Resources (Conference Rooms, Lunch Rooms, Rest Rooms, etc?)

30 How will this proposal meet the Separate Public and Employee areas

31. How will this proposal meet the State Vehicle Parking requirements?

32. Provide any other ideas for accommodating unique program needs identified in the AGENCY Addendum:

Building Performance

Leadership in Energy and Environmental Design (LEED™) or Equivalent

33a. Is the proposed building LEED™ rated or equivalent?

☐ Yes, currently LEED™ rated

☐ Yes, will be improved to be LEED™ rated

☐ No, will not be improved to meet these requirements

33b. If yes, identify the LEED™ rating or other standard and attach a copy of such rating with its certification.

33c. If no, explain why.

Energy Rating

Please review the relevant specifications in the Leased Space Requirements, 2005 edition

34a. Provide a building Energy Star® rating score if available at this time. The State supports leasing in facilities with a national energy performance rating score of 75 or greater unless other specific statutory requirements are met as per RCW [19.27a](#).

☐ Yes, 75 points or higher

Rating: _____ Date Attained: _____

☐ Yes, the building has received an Energy Star® rating lower than 75 points, but will be improved to meet the 75 points performance rate

☐ No, but a preliminary energy audit will be conducted to identify the Energy Star® rating and energy saving strategies

☐ Yes, but it has been determined that none of the energy saving strategies identified are cost effective within the proposed lease term.

☐ No, will not be improved to meet the 75 performance rate

34b. If yes, but no cost saving strategies are cost efficient, describe why.

34c. If any of the answers above indicated that that an Energy Star rating is not available and/or an energy audit has not been conducted, or will not be conducted, describe why below.

Building Systems

Please review the relevant specifications in the Appendix A SPACE REQUIREMENTS.

35. Heating, Ventilation, and Air Conditioning (HVAC) System

Please review the relevant specifications in the Leased Space Requirements, 2005 edition

36a. Will the proposed building meet all of the HVAC requirements set forth in the July 2005 Leased Space Requirements?

<input type="checkbox"/> Yes, currently exceeds these requirements <input type="checkbox"/> Yes, currently meets these requirements	<input type="checkbox"/> Yes, will be improved to meet these requirements <input type="checkbox"/> No, will not be improved to meet these requirements
36b. If the answer above indicated that this requirement will <u>not</u> be met, please describe why below.	
36c. Please provide a detailed description of the existing HVAC system including its age, capacity, and energy source. If the system will be upgraded or replaced, provide details of proposed upgrade and/or system. When did the system last receive a maintenance review? What were the results? If repairs were made, what were they? Has there been a life cycle cost analysis performed on any of the installed equipment? If so, provide the analysis. What features of this proposal exceed the SPACE REQUIREMENTS? Attach documentation as necessary.	

37. Electrical Capacity Please review the relevant specifications in Appendix A SPACE REQUIREMENTS	
38a. Will the proposed building meet all the electrical capacity requirements set forth in the July 2005 Leased Space Requirements	
<input type="checkbox"/> Yes, currently meets all requirements <input type="checkbox"/> Yes, will be improved to meet all requirements	<input type="checkbox"/> Yes, will meet some, but not all, of these requirements <input type="checkbox"/> No, will not be improved to meet these requirements
38b. If the answer above indicated that this requirement will <u>not</u> be met, please describe why below.	

39. Plumbing Please review the relevant specifications in Appendix A SPACE REQUIREMENTS	
40a. Will the proposed building meet all of the plumbing requirements set forth in the July 2005 Leased Space Requirements?	
<input type="checkbox"/> Yes, currently exceeds these requirements <input type="checkbox"/> Yes, currently meets these requirements	<input type="checkbox"/> Yes, will be improved to meet these requirements <input type="checkbox"/> No, will not be improved to meet these requirements
40b. If the answer above indicated that this requirement will <u>not</u> be met, please describe why below.	

41. Lighting

Please review the relevant specifications in Appendix A SPACE REQUIREMENTS

42a. Will the proposed building meet all of the lighting requirements set forth in the July 2005 Leased Space Requirements?

- ☐ Yes, currently exceeds these requirements
☐ Yes, currently meets these requirements

- ☐ Yes, will be improved to meet these requirements
☐ No, will not be improved to meet these requirements

42b. If the answer above indicated that this requirement will not be met, please describe below.

42c. Please provide a detailed description of the existing lighting system including its age, capacity, and energy source. If the system will be upgraded or replaced, provide details of proposed upgrade and/or system. When did the system last receive a maintenance review? What were the results? If repairs were made, what were they? Has there been a life cycle cost analysis performed on any of the installed equipment? If so, provide the analysis. What features of this proposal exceed the SPACE REQUIREMENTS? Attach documentation as necessary.

43. Elevators

Please review the relevant specifications in Appendix A SPACE REQUIREMENTS

44a. Will the proposed building meet all of the elevator requirements set forth in the July 2005 Leased Space Requirements?

- ☐ Yes, currently exceeds these requirements
☐ Yes, currently meets these requirements

- ☐ Yes, will be improved to meet these requirements
☐ No, will not be improved to meet these requirements

44b. If the answer above indicated that this requirement will not be met, please describe why.

45. Energy Management System (EMS)

Please review the relevant specifications in Appendix A SPACE REQUIREMENTS

46a. Will the building proposed meet all the requirements Stated in the July 2005 Leased Space Requirements?

- ☐ Yes, currently meets these requirements
☐ Yes, will be improved to meet these requirements

- ☐ No, will not be improved to meet these requirements

46b. If the answer above indicated that this requirement will not be met, please describe why.

Building Envelope

Please review the relevant specifications in Appendix A SPACE REQUIREMENTS

47. Will the proposed building meet all the Building Envelope requirements set forth in the July 2005 Leased Space Requirements? Please describe each of the Building Envelope components below:

47a. Building Exterior

47b. Roof

47c. Windows and Glazing

47d. Doors

☐ Yes, currently meets all requirements

☐ Yes, will be improved to meet all requirements

☐ Yes, will meet some, but not all, of these requirements

☐ No, will not be improved to meet these requirements

48. If the answer above indicated that this requirement will not be met, please describe why.

Building Efficiency

49. Provide the floor load factor (rentable to usable factor) of the proposed space or facility. Describe how you derived this loading capacity.

50. Describe how the configuration of the proposed space or building maximizes space utilization efficiency.

51. Describe how this proposal minimizes the space required to be allocated for circulation.

52. Describe the column and shear wall spacing.

53. Describe how this proposal enhances staff interaction.

54. Describe how the building orientation and design enhances customer service.

55. Describe how the proposed building or space enhances flexibility of use and space planning flexibility.

Accessibility

56. Describe how the proposed site embodies the principle of “universal access”.

57. Describe how the design of the building provides clearly identifiable access from either the parking lot or the street/sidewalk for people with disabilities.

Historic Preservation	
58. Is the proposed building on listed on the National Historic Register of Historic Places?	<input type="checkbox"/> Yes <input type="checkbox"/> No
59. Is the proposed building certified as a Historic Landmark by a local Historic Commission?	<input type="checkbox"/> Yes <input type="checkbox"/> No
60. If yes, attach applicable documentation or certification.	

Part V Proposed Lease Terms and Costs					
Proposed Lease Terms					
1a. Proposed rental rate per BOMA rentable square foot per year for a five-year lease term:					\$
1b. Proposed rental rate per BOMA rentable square foot per year for a ten-year lease term:					\$
Operating Expenses					
2a. Indicate the type of lease below:					
<input type="checkbox"/> Fully Serviced		<input type="checkbox"/> Partially Serviced		<input type="checkbox"/> Triple Net	
2b. If the proposed rent rate is partially serviced or triple net, select the operating expenses to be paid separately (check the box) and provide estimated cost of each below. If there are others, indicate. Additional documentation may be attached.					
Operating expense	Estimated Cost/SF/YR	Operating Expense	Estimated Cost/SF/YR	Operating Expense	Estimated Cost/SF/YR
<input type="checkbox"/> Janitorial		<input type="checkbox"/> Sewer		<input type="checkbox"/>	
<input type="checkbox"/> Electricity		<input type="checkbox"/> Garbage		<input type="checkbox"/>	
<input type="checkbox"/> Natural Gas		<input type="checkbox"/> Other		<input type="checkbox"/>	
<input type="checkbox"/> Water		<input type="checkbox"/> Light Bulbs		<input type="checkbox"/>	
<input type="checkbox"/> Restroom Supplies		<input type="checkbox"/> Landscaping		<input type="checkbox"/>	
2c. If OTHER , describe below.					
3. Describe any potential initial costs that could be the responsibility of the State:					
4. List any other charges or fees that are proposed as the responsibility of the State and define the approximate/estimated costs below (such as parking).					
Inducements					
5a. Does your Proposal include additional incentives or inducements to the State?					<input type="checkbox"/> Yes <input type="checkbox"/> No
5b. If YES , please describe the proposed incentives or inducements below.					

ACKNOWLEDGEMENT AND CERTIFICATION

Proposer Statement			
Proposers acknowledge and certify that Proposer is authorized to submit this Proposal. Proposer acknowledges and certifies that Proposer has read and fully understands all the terms and conditions of this RFP and that the Proposal complies with the requirements of this RFP and any errors or omissions are the Proposer's responsibility. Proposer represents and warrants that all information and statements submitted in response to this project are complete and accurate to the best of the Proposer's knowledge.			
Proposer's Signature		Title:	Date:
Proposer's Printed Name			

EXHIBIT 1 DEFINITIONS

Building Types

1. **Existing Space** is defined as a building including either:
 - (a) Footings, foundations and a roof in place for the required square footage; or
 - (b) Footings, foundations and a roof in place for 70% of the required square footage and the demonstrated ability to meet the required square footage requirements.
2. **Space Under Construction** is defined as a project including the following:
 - (a) A building permit; and
 - (b) A loan commitment (or proof of funds) necessary to complete the project;
3. **Planned Space** is defined as a project including the following:
 - (a) Authority from the controlling municipality to proceed with the construction of the project as provided in the following:
 - i. Final site plan approval to proceed with the specific project or, for those jurisdictions that have adopted different nomenclature, the local equivalent of final site plan approval to proceed with the specific project; **and**
 - ii. SEPA categorical exemption; or
 - iii. SEPA Determination of Non-Significance (DNS) for the specific project; or
 - iv. SEPA Mitigated determination of non-significance (MDNS) for the specific project; **and**
 - (b) Lender's letter of credit or letter of interest/intent.

Historic Properties

A determination of eligibility related to “historic” as referred to in Executive Order 87-04 means a decision by the Department of the Interior that a district, site, building, structure or object meets the National Register criteria for evaluation although the property is not officially listed in the National Register (39 CFR 60.3(c)).

“Historic District” means a geographically definable area, urban or rural, possessing a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united by past events or aesthetically by plan or physical development. A district may also comprise individual elements separated geographically but linked by association or history (36 CFR 60.3(D)). The Historic District must be included in or be determined eligible for inclusion in the National Register of Historic places.

“Historic Property” means any prehistoric or Historic District, site, building, structure, or object included in or been determined to be eligible for inclusion in the National Register of Historic Places maintained by the Secretary of the Interior (39 CFR 800.16(1)).

“National Register of Historic Places” means the National Register of districts, sites, buildings, structures and objects significant in American history, architecture, archeology, engineering and culture that the Secretary of the Interior is authorized to expand and maintain under the Historic Preservation Act (36 CFR 60.1).

EXHIBIT 2 Alternatives to Performance Criteria and Specifications

All proposals must comply with performance criteria and specifications as described in the *Leased Space Requirements, 2005 Edition*. Proposers are encouraged to offer more cost effective alternatives without compromising building performance using the format below:

Please Note: Acceptance of a proposal shall not indicate the State's acceptance of non-conforming work and work not meeting the minimum criteria as set forth in the *Leased Space Requirements, 2005 edition*.

- The proposal must clearly identify and explicitly define any deviations from the performance criteria and specifications of the *Leased Space Requirements* and/or Agency Addendum.
- The proposed alternatives shall clearly identify why the acceptance of the proposed alternative would be advantageous to the State.
- The burden of proof of the merit of any proposed alternative is the responsibility of the Proposer.
- The State reserves the right to allow all Proposers an opportunity to submit revised Proposals based upon revised requirements.

Please provide information in the following format regarding alternatives to the performance criteria and specifications that are being offered:

Format for Proposing Alternatives

Page #	Section #	Category/ Title	Item	Alternative Proposed	Benefit to the State

EXHIBIT 3 PROPOSAL CHECKLIST

The Proposal Submission **MUST** include this document and the following documents:

Check Mark	Document	If NOT Included, why not (or attach reasons)
	Letter of interest, describing company and experience	
	Lease Proposal Form completed with Acknowledgements and Certifications signed	
	Proof of ability to control property and/or of representation of owner	
	A project schedule identifying estimated occupancy date and date of beneficial occupancy.	
	An area map that identifies the building location, major arterials and public transportation routes.	
	<p>A detailed (11" x 17") site layout (to scale) in visual schematic form, indicating true north.</p> <ul style="list-style-type: none"> • Show building orientation and relationship to the site; ingress and egress for autos and pedestrians; access and traffic flow; parking and number of stalls; vehicle and pedestrian circulation pattern and loading/service area; and location of exterior lights and signage. • Show potential areas for future expansion. • Show primary public access to site and to building 	
	<p>One scaled hard copy and one electronic version (AutoCAD preferred) of the shell and core plan for each floor included in the proposed premises is required. At a minimum, the shell and core plan must include:</p> <ul style="list-style-type: none"> • All structural elements and limitations (columns, load bearing walls, etc.) • All entrances and exits • All existing non-structural partitions • All existing windows • All existing restrooms • All elevators • All mechanical, electrical, and telephone rooms 	
	<ul style="list-style-type: none"> • Display of building elevations (photos if an existing building) showing exterior materials, window treatment and sill and head height and spacing. • Show roof and parapet treatment and material and mechanical equipment locations. 	
	A detailed HVAC system description, including but not limited to, zoning, energy conservation features, control systems, utilization of outside air and filtration system and efficiency. Attach additional documentation as necessary.	
	A detailed description of the existing lighting system including its age, capacity, and energy source. Attach additional documentation as necessary.	
	An electrical service and distribution plan	
	A data and power distribution plan	
	A cable management plan	
	A security systems plan	
	Energy Star® rating or energy audit results or actual utility billing data for the previous 12 months	
	LEED™ rating and certification if any	
	Schematic floor plans showing overall dimensions, column location(s), bay spacing, and permanent elements such as mechanical equipment, structural walls, restrooms and elevators. Indicate location of building entrances, foyers and lobby, and location of exits and stairways.	
	Building sections showing length and width of building, wall materials, thickness, floor-to-floor heights, ceiling heights and overall building heights.	
	Lease Cost Proposal, including estimated Initial Costs and estimated Operating Costs	
	Alternatives (if any) to Leased Space Requirements and any other performance requirement (Using the form in Exhibit 2)	
	Additional attachments/documents	